

ACCOUNTING MANAGER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under general direction, the Accounting Manager performs complex and responsible professional financial analysis, reporting and accounting work. The position develops and implements municipal accounting procedures and records, supervises assigned accounting support personnel, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Manager is responsible for managing payroll, billing, accounts payable, accounts receivable, general ledger, grants accounting, capital project accounting, Enterprise Fund accounting, financial reporting, budget administration, and other accounting-related activities for all Town funds.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Assist in preparing Town Budget, revenue and expenditure forecast, and other fiscal activities.
2. Maintains general ledger of various Town funds.
3. Develop and maintain internal control and general accounting systems.
4. Provide technical advise to Town departments in developing accounting procedures and resolving accounting problems.
5. Perform accounting and reporting related to grant activity.
6. Perform fixed-asset accounting as needed
7. Review and update the cost allocation program.
8. Assist in the development and maintenance of internal control and general accounting systems.
9. Assist in the preparation of the annual financial reports, including but not limited to the: Comprehensive Annual Financial Report, State Controller's Reports, and Redevelopment Agency Statement of Indebtedness.
10. Assist in the planning and coordination of the Town's annual financial audit.
11. Use computers and related applications input, retrieve and extrapolate financial data.

12. Direct the work of technical and clerical employees.
13. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelor's Degree or equivalent in Business/Public Administration with major course work in accounting and finance, economics, or a related field AND
- Four years of increasingly responsible experience in general accounting or a related field, preferably in a local government agency
- MBA with emphasis in Finance or Accounting, or a CPA Certificate is desirable. (Related graduate training or a CPA Certificate may be substituted for up to one year of the required experience.)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Accounting and auditing principles and practices, including governmental accounting as established by the American Institute of Certified Public Accountants and Government Accounting Standards Board.
- Payroll, grants accounting, budget administration.
- Advance accounting theory, principles and procedures regarding government finance.
- Audit theory, principles, techniques and practices and their application to government finance.
- Electronic data processing and its application to financial analysis and recordkeeping.
- Governmental budgeting practices and procedures.
- Applicable Federal, State and local accounting reporting requirements.
- Accounting software.

Ability to:

- Use 10-key adding machine
- Accurately review, reconcile and maintain fiscal data.
- Prepare accurate and complete fiscal reports.
- Make accurate and rapid arithmetical calculations.

- Correctly interpret and apply applicable regulations, requirements and policies related to fiscal operations.
- Operate a variety of modern office equipment, including computers and computer applications.
- Effectively supervise, train, motivate and evaluate subordinates.
- Conduct work in a safe manner in accordance with established policy.
- Communicate effectively and carry out oral and written instruction.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Conduct work in a safe manner in accordance with established practices.

PHYSICAL DEMANDS

Employee must be able to: sit at desk for long periods of time; repetitively use fingers and/or wrists or hands while twisting or applying pressure; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; have rapid mental/muscular coordination; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties; and lift up to 25 lbs, and carry up to 10

WORK ENVIRONMENT

Employee works indoors, in direct contact with other Town personnel, without close supervision, with a high volume of work and firm deadlines

FLSA: Exempt

PROPERTY INTEREST:

This is an "At-Will" position.

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